



Clerk Initials:

REQUEST FOR COURT RECORDS

Pursuant to Rule 123, Rules of the Supreme Court, all court records are open to the public unless they are marked "Closed" or "Confidential," which means that members of the public may not inspect, obtain copies of, or otherwise have access to such records unless authorized by law. Municipal Courts shall retain records according to the retention schedule set forth in the Arizona Code of Judicial Administration §4-302; records that have been purged within the guidelines of the retention schedule may not be available.

Processing time is approximately 5 to 7 business days. The Court will contact you when your records are available.

Fees Pursuant to A.R.S. §22-404: Minimum Clerk Fee \$17.00) applies to all requests, 3 names or three 3 separate cases (complete a separate form for each record request). Payment must be received prior to releasing your records. **Do not submit pre-payment for the request.** Additional fee(s) apply for the following:

☐ View Only	☐ Copies Only	☐ Audio/Video DVD	☐ Certification	on
\$17.00 Minimum Clerk Fee	\$17.00 Minimum Cl	erk \$17.00 per DVD or	\$17.00 per Ce	rtification, in addition to Cler
View at the Courthouse Betwee	n: Fee plus .50¢ per page-l			Certification request must b
8:00AM to 4:00PM	applicable via City App	_	picked-up or	
OF THE FOLLOWING DOCU	MENT(S):			
Complaint	Plea Proceedings	Judgment of Guilt	Sentence	e Information
Other (specify)				
FOR THE FOLLOWING INDIV	VIDUAL:			
First Name	Middle Name	Last Name	Date of E	Birth
FOR THE FOLLOWING CASE	:			
		D (CW 1 (T	
Case # These documents are for: Personal non-commercial	Complaint #	Date of Violation	Type of C	Charge
These documents are for: Personal, non-commercial	-	lties for conversion to commer	cial use.	-
These documents are for: Personal, non-commercial Commercial use. I certify Requestor Information:	use. I am aware of the pena	lties for conversion to commer	cial use.	-
These documents are for: Personal, non-commercial Commercial use. I certify Requestor Information:	use. I am aware of the pena that these documents will be	Ities for conversion to commer used for: State Zip Code	cial use.	
These documents are for: Personal, non-commercial Commercial use. I certify Requestor Information: Name A	use. I am aware of the pena that these documents will be ddress City	lties for conversion to commer used for: State Zip Code	Phone	Number
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Date Completed: ____

Date Received: